# Skyward Gradebook Quick Reference Guide

Logging In:
1. www.royal-isd.net
2. Click Staff at the top
3. Click Skyward (Gradebook)
4. Enter username and password
* I suggest bookmarking this page

Navigation-

Skyward Home Page shows navigational links (tabs) along the top.

Return to Home Page anytime by clicking the Home tab.

Teacher Access will be the tab most used. Click Teacher Access.
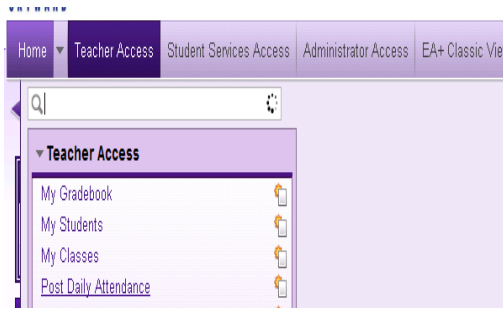
My Gradebook- allows you to see a list of all your classes for the current year

My Students- List of all your students with their demographic information

My Classes-Print rosters, write messages to parents, view attendance, reports, etc

Post Daily Attendance- Take attendance and create seating charts
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Attendance-

From the Gradebook homepage:
1. Click Teacher Access
2. Click Post Daily Attendance
3. Click the By Name link
4. click either absent or tardy next to student's name (students default to present)
5. Click Save

Opening Your Gradebook-

From the Gradebook Homepage
1. Click Teacher Access
2. Click My Gradebook
3. Click on the Gradebook link for the section/class you wish to view

4. Once clicked, you will be on the Main Screen of the gradebook

Display Options-

From Inside a Gradebook:

Display Options- This button (at the top) allows customization of gradebook view. See below for more details

Student Display- Change the way names are displayed and show dropped students and their grades. Be sure to save any changes. Tip: you can choose to display the full names of your students

Assignment Display- Modify the way assignments are displayed and customize the headers, etc. Save any changes you make

Grade Period Display- Select the grading period(s) to view.

1. Click desired grading periods
2. Click Save

Tip: you can choose to not see all the assignments from prior grading periods. However, **always** leave your term display (6 week column) on for reference. **After Semester 1, it is very important if you teach a year long course to leave Semester 1 Column selected to be sure all new kids have SM 1 Grades entered so the Final average will calculate.**

Modify Gradesheet Sequence- Change the order for students on your list
1. Click student name
2. Click Move up or Move Down
3. Click Save

Drop lowest Score- drop lowest score for the entire grading period
1. Locate under Display Options
2. Under Tools select Drop Lowest Score link in desired grading period
3. Review each option and click Next as prompted until all steps are done
4. Click Process Drops
5. NOTE: Dropped scores show up as *AD

Advance drop lowest score allows you to drop scores on more than one assignment

Restoring a Dropped Score
From Display Options-
1. Click Drop Lowest Score
2. Click Undo Drop Lowest Score
3. Click Process Undrops

Adding Assignments

From Gradebook main screen-
1. Hover over Assignments button
2. Click Add Assignment
3. Select the appropriate category
4. Enter assignment title in Description
5. Set the Assigned and Proposed Due Dates
6. Verify the Max Score
7. Weight the Multiplier-adjust to count the score more than once
8. To Add this same Assignment to Other Classes- Click the appropriate check boxes at the bottom for the classes you want to add this assignment to…so you don't have to recreate it for each class
9. Save

Entering Scores
From Gradebook Main screen-
1. Under Assignment heading, click the asterisk and enter scores
2. Click Save
(Below is what the Assignment header looks like)
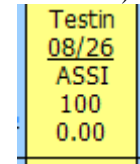
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Mass Assign Scores-

From the gradebook main screen:
1. Click on the Assignments tab
2. Choose an assignment by double clicking on the one you want
3. Click the Mass Assign Score tab
4. In the Mass Assign Options area, enter the score you want for all students
5. Click Apply
6. Change individual student scores as needed

Quick Scoring-
Quick Scoring is a fast way to score multiple assignments at once

From the gradebook main screen:
1. Click on the Quick Scoring tab
2. All of your assignments will appear in an editable spreadsheet
3. Edit the appropriate cells
4. Any changes will appear in green

Changing/ Editing Grades

From the Gradebook Main Screen:

1. Under the Assignment header,

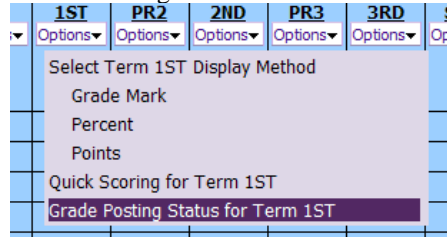2. click on a score to go to an edit screen
3. Edit
4. Save

Deleting an Assignment

From the Gradebook Main Screen
1. Click the assignment Header
2. Click the Delete button on the right
3. Click Ok to proceed
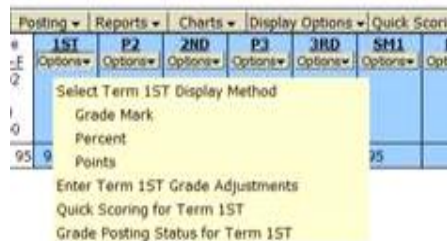
Grade Changes for Closed Grading Periods

1. Click Teacher Access
2. My Gradebook
3. Select Options under the grading period which needs a grade change

4. Slect the Grade Posting Status for Term X
5. Click the Request Grade Changes button

6. Enter a reason for the requested grade change
7. Click Yes to proceed
8. Select Options under the grading period which needs to be changed and select Enter Term X Grade Adjustment

9. Enter the grades as needed
10. Go back to the Options under the gradeing period and select Grade Posting Status for Term X
11. Click the Complete Grade Changes button
12. Click Yes to finish
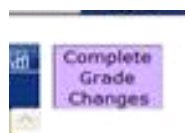
Printing Reports- Pre-Made Templates—

From Gradebook Main Screen:

1. Hover your mouse over the Reports tab
2. Move your mouse down the selection
3. Click your choice
4. Click print (Note Status of report: Queued- Runing- Completed)
5. Click Display Report (When Completed)
6. Click Print button

Note: As the report status is queue and completed, you can minimize the window and continue to work

Suggestions for Pre-Made Templates:
Class Roster with Blank Columns
   a. Click Grade Sheet Report
   b. Cllick CurrTerm;Blank Grade Sheet (any font size)
Student Information (Name, DOB, etc.)
   a. Click Class Roster
   b. Click the name of the template with the information you want included
Adding "Your Own" Templates—you choose what is included (more flexibility re: exact information displayed in report)
1. Hover over Report tab
2. Click your selection
3. Cick Add a New Template (on right)
4. Name the template-Click Save
5. Click the specific parameters for your report
6. Click Save
7. Click Print

Other suggtions/Tips:
Can I go back to a report? *Yes- From any screen, click the My Print Queue (top right) to view the list.*
How long does the report stay in the queue? *Two days*
How do I open the report again? *From the Print Queue, double- click the Report Description*
Printing All Class Rosters: *Click Teacher Access, My Gradebook and hover over Reports for All Classes button—Click Class Roster—Make Selections—Click Print*

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Changing Screen Preferences
Change your screen colors in Skyward!
1. Click Preferences (top right)
2. Change colors and other options
3. Click Save when done